



Volunteer Administrative Support Assistant

Job Summary:

The Volunteer Admin Support Assistant serves as the primary contact for information, guidance and assistance regarding Volunteer Administrative policies and procedures; maintenance of Volunteer records, reports and documentation; and the processing and documentation of Volunteer arrivals and departures. The VASA ensures that all Peace Corps (PC) forms are available for Peace Corps Volunteers (PCV) use; is responsible for the financial files of funded projects; and provides occasional logistical support services. Other duties may be assigned as required.

Responsibilities:

- Screens PCV reimbursement requests and travel vouchers for accuracy prior to review and approval by Administrative Officer (AO). Ensures all signatures and supporting documentation are in place before forwarding to the Financial Assistant.
- Works with Financial Assistant (FA) regarding PCVs' allowances ensuring allowances are recorded and deposited to their accounts in a timely manner.
- Prepares Volunteer travel allowance and per diem in connection with their attendance to office events as requested by the Administrative Officer.
- Maintains PCV administrative files, records, and databases, including PCV and PCT rosters, PCV site addresses, phone and e-mail address lists, and ensures that they are kept up-to-date. Maintains copies of COS, ET, documents and checklists in PCV files.
- Assists the Administrative Clerk in maintaining copies of passport face pages, official visas, ID cards, registration records, PCV photos and other required forms and documents of all PCVs in PCV files. Assists in distribution as appropriate.
- Assists Admin Clerk, in coordinating the visa processing of incoming Trainees
- Assists PCVs in establishing allotments or requesting withdrawals from their Readjustment Allowance.
- Facilitates PCVs' request for savings bond purchase, change of HOR, change of marital status.
- Processes student loan certification forms.
- Creates and maintains all funded project programmatic and financial files.
- Prepares and submits required reports to the Center in an accurate and timely manner.
- Creates funded project payment requests for approved projects and forwards to the Financial Assistant for processing. Works with FA to ensure timely receipt of funds.

Required Qualifications:

- College degree in any discipline
- At least two years experience in administrative processes involving multi-tasking and meeting deadlines. Successful experience working with international organizations a plus.
- Level 4 speaking/reading English language is required.



- Has administrative background experience and willing to learn new admin procedures and guidelines applicable to Peace Corps.
- Self motivated, adaptable to changing situations, and has a strong ability to prioritize.
- Ability to work independently and as part of a team.
- Ability to maintain high levels of professionalism and confidentiality.
- Ability to communicate successfully (correctly and concisely), both oral and written, in English and Tagalog, across multiple levels of contacts. Ability to speak other languages a plus.
- High level ability in research, data collection, and assessment.
- Practical abilities in the use of MS Office (Outlook, Word, Excel), Power Point, the Internet. Familiarity of data management software a plus.
- Successful experience working with international organizations a plus.
- Previous experience working closely with people from diverse cultures, backgrounds, and perspectives (strongly preferred).

Salary:

Php 451,185/annum (Starting salary), can be negotiated commensurate with experience and salary history.

Benefits:

Medical Insurance, Life Insurance, Retirement Plan, Mid-Year and Annual Bonuses.

How to Apply:

Interested applicants for this position should submit the following for consideration of the application:

1. A cover letter stating why you are qualified for this position and specifically addressing the following points:
 - a. Your experience or potential in networking, alliance building, and public relations.
 - b. Your technical expertise or experience in grassroots Community Development.
 - c. Your ability to work independently
2. A current resume or curriculum vitae with a recent picture
3. Any other documentation (e.g. references, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position.

Submit application to (vacancy@ph.peacecorps.gov)

Closing Date For This Position: October 10, 2010